



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 8/01/79	1. Agency Address Georgia Ports Authority Administration Division, Port Police Post Office Box 2406 Savannah, Georgia 31402	Application Number 79-135	
Application Number 74		Date Received AUG - 6 1979	Date Completed AUG 13 1979
2. Person to Contact William L. Kilroy, Jr.		Working Title Chief of Port Police Office	Telephone Number 964-1721, 211
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1978 Latest To Date		5. Records Series Title (followed by title used in office, if different) G.P.A. Employees' Fingerprint Cards	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Port Police Department is responsible for vehicle security (issuance and maintenance of all decal records, logging of non-registered vehicles, processing of incoming and outgoing trucks), internal security (conducting record checks for all new personnel, periodic testing of security procedures for integrity, investigation into background for Port Police personnel), physical security (conducting rolling patrols and regular key patrols through all areas of the Port). Maintain fire prevention systems, conduct fire prevention and fire fighting training for Port Police personnel. Enforces traffic ordinances, develops and maintains parking plan and maintains liaison with other agencies; example, Coast Guard, F.B.I., G.B.I., Customs including surveillance, investigation and pilferage activities.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Fingerprints taken of all G.P.A. personnel. One fingerprint card per person for all divisions with exception of Port Police Department. Two fingerprint cards are used per person for Port Police personnel. File is arranged: Alphabetically by name of employee.	
8. Monthly Reference Rate One to six months old 10 seven to twelve months old 5 thirteen to twenty-four months old 0 twenty-five months and older 0 ? for current employees.		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers 4; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? F.B.I. and G.B.I.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	5 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

In accordance with requirement for terminated personnel files for employment.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Upon termination of _____ then, employee

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) See below.

Hold in current files area until employee is terminated. Upon termination of employee, forward fingerprint card to the Personnel Office to be consolidated with the employee's personnel file.

NOTE: Two fingerprint cards are used per person for Port Police Personnel. Upon termination forward 1 fingerprint card to Personnel Office to be placed in employee's personnel file; destroy the 2nd copy of the fingerprint card.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>C. B. Stead</i>	8/21/79	<i>(Caro) [Signature]</i>	8-1-79
		State Records Committee (Signature)	Date
		<i>[Signature]</i>	8-10-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>[Signature]</i>	8-10-79
	Secretary of State/Designee	<i>Carrace Hart</i>	8-7-79
	Attorney General/Designee	<i>[Signature]</i>	8-10-79